

UC Davis School of Law

Public Defender

Interview and Hiring Success Guide

This guide is designed to help prepare you for an interview with a public defender's office. Interviews often consist of general questions, hypos that test how you would approach criminal law scenarios, and possibly the opportunity to give a mock opening or closing statement with a given fact pattern. This guide offers information on post-grad hiring, general advice for preparing for the interview, approaches to prepare for answering interview hypotheticals, strategies to prepare for presenting an opening or closing statement, career mobility information and additional sources of information.

ENTRY-LEVEL PUBLIC DEFENDER HIRING

In California, offices do not make hiring offers until after applicants have passed the bar, but they may hire 3Ls into "law clerk" positions pending bar exam results. In other states, some offices begin the hiring process in the fall for their class in the following fall. For example, offices in New York hire pre-bar because law graduates in New York can practice so long as they take the first bar exam after their graduation.

Applying for Public Defender Jobs

As an initial matter, offices usually require a cover letter, resume, a short writing sample, and sometimes a questionnaire about the applicant's motivations and goals. Many request transcripts and references.

Other Tips for the Post-Grad Hiring Process

❖ References

Because the post-graduate hiring process is very competitive, we recommend that students ask one professor or previous employer if they would be willing to make a phone call or send an email before the employer contacts them (in other words, ask the reference to do "outreach"). This technique demonstrates to the employer that a reference thinks very highly of the applicant. It is usually most

effective around the time of an interview.

❖ **Leveraging Offers**

Unfortunately, many public interest employers tend to drag out the hiring process, partly because they have so many other demands and do not have staff devoted exclusively to hiring. Thus, sometimes the best way to obtain an offer is to let an employer know that you have an offer from another office, with a deadline. Only use this strategy if you will accept an offer from the office that you are asking to decide.

❖ **The Stages of the Hiring Process**

Most offices have a multi-stage hiring process, usually an initial screening interview followed by two or more subsequent interviews with panels of attorneys. Any of the interviews may involve hypothetical questions, and panel interviews may require the applicant to perform a mock client interview, arraignment, cross-examination, opening statement, or summation.

SAMPLE INTERVIEW STRUCTURES & HYPOTHETICAL QUESTIONS

The following information and hypothetical questions are from past interviews at the Legal Aid Society of New York and the Public Defender Service for D.C. **Please note that future interviews at these organizations, and other public defender interviews, may consist of other formats, topics and questions.**

Example: The Hiring Process for the Criminal Defense Practice of the Legal Aid Society of New York

The Legal Aid Society of New York has recently streamlined its process into two stages. The first stage is an interview with two attorneys (one supervisor and one staff attorney) where applicants are asked to do summation and arraignment simulations. Applicants are evaluated separately by each of the four attorneys and if successful, are then interviewed by the head of the Criminal Defense Practice.

Example: The Hiring Process for “PDS”—Public Defender Service for D.C.

There are three Interview Stages for PDS: 1) Screening Interview; 2) Hiring Committee Interview; and 3) Final Interview. Hundreds of applications are received, 90 applicants progress to the hiring committee, about 25 to 30 will go to the final round interview, and about 6-7 are hired each year.

Stage 1: Screening (20 minutes, conducted by Legal Recruiting Officer)

- Why do you want to be a PD?
- Discussion of Relevant Experience
- Discussion of Client Interactions, Interesting Cases, Philosophy of Defense, Ability to Relate to Indigent Clients
- Hypo (designed for ethics/strategy/common sense)

Stage 2: Hiring Committee (30 minutes, conducted by 6 to 15 trial attorneys)

- Much more aggressive than the screening interview
- Questions thrown out by several attorneys
- Panel may appear hostile and/or unfriendly

Applicants are rated, on a zero to five point scale, on the following:

- 1) commitment to indigent criminal defense representation as demonstrated by the applicant’s internships, clinics, and classes
- 2) oral advocacy skills and poise as demonstrated by applicant’s reaction to the questioning and role playing
- 3) writing samples
- 4) performance on the hypothetical(s)

Stage 3: Final Interview (60 to 90 minutes, conducted by 4 attorneys)

- 5 to 7 Minute Opening Statement
- Exercise sent to applicants in advance
- No notes allowed for opening exercise
- Applicant is judged on strategy, demeanor, oral advocacy skill, etc.
- Discussion of Applicant’s Interest/Experience
- Significantly More Complex Hypos/Role Plays

APPROACHING THE INTERVIEW

While the ideal candidate for a public defender's office varies, there are certain traits that offices value in a potential law clerk or attorney. During your interview, be sure to:

❖ **Discuss your interest in the subject matter**

- Highlight criminal procedure and evidence courses you have taken, as well as advocacy and related classes such as juvenile justice or immigration. You want to show the interviewer that you have a genuine interest in the kinds of matters you will be dealing with at a public defender's office.
- If you don't have any experience in a public or private criminal defense course, be sure to highlight any experience you have with legal writing, trial work, and oral advocacy. This can even come from classes you have taken.

❖ **Highlight any relevant experience you have**

- If you do have experience in a criminal law setting, be sure to explicitly state what you've done, including any assignments you've helped with – no matter how trivial your assistance may have been.
- Even if you do not have criminal law experience, remember that the interviewer wants to see that you're confident in what experience you do have and, more importantly, are a self-starter who isn't afraid to jump into the position and learn as you go.

❖ **Express your commitment to the work**

- Be comfortable talking about
 - *Why* you're interested in criminal law
 - *What* is currently going on in criminal law and procedure – familiarize yourself with some recent cases or issues
 - *Where* you can see yourself working, both now and later in your career
- Speak candidly about the path that led you to want to become a prosecutor or public defender. Discuss your commitment to the office's key principles.

- Don't be afraid to ask questions about the program, like what the program training experience is and if you'll be able to watch trials or maybe even participate them. Show your interest!

❖ **Demonstrate your knowledge of the office**

- Be sure to visit the office's website before the interview, as well as conduct a Google/Lexis search to familiarize yourself with important cases, rulings, etc. that the office has dealt with. It may also help you to get a feel of the political climate of the office.
- Know the type of office you are interviewing with – is it a district, state, commonwealth, or county public defender's office?
- Remember the basics – know the Public Defender's name. Know the name of the person you are interviewing with and something about what they do. You may want to know the police chief and sheriff's names, too.
- Familiarize yourself with some of the programs of the office you are interviewing with. If you can, incorporate use of those programs into your hypo answers.
- Work with the Career Services Office to identify and reach out to other students and/or alumni who work/have worked with the office. They can be a source of information and *possibly* even advocate on your behalf.

❖ **Keep important office values in mind**

- PD values to consider:
 - *Commitment to the clients* – Any prior experience you have serving indigent clients is worth highlighting. If you don't have any PD experience, don't be afraid to address that issue in your interview, but try to point to other experience you have that represents a commitment to working with underserved communities.
 - *Importance of earning the clients' confidence* - You may be asked to role play a client intake interview or otherwise demonstrate your ability to communicate with a client and build trust. Be prepared for the "client" in your role play to be withdrawn or possibly hostile.
 - *Realistic expectations* – Be realistic about the fact that

many of a PD's clients have, in fact, done something wrong. Demonstrate that you are comfortable representing people who have committed crimes. Discuss your ability to adapt to career limitations such as a high caseload and low budget.

❖ **Ask questions about the program & follow up**

- Some great questions to ask:
 - How is the program organized?
 - What type of work do clerks handle?
 - What is the hiring process like after a clerkship?
 - How big is the program?
 - Will I have my own computer to use?
- Usually you'll get an indication after your interview of when you can expect to hear back, but you should always follow up with a thank-you email the next day. Thank the interviewer for his or her time and consider asking a question you didn't ask at the time of the interview. Keep it interactive – give them a reason to respond and a simultaneous reminder that this position is really on your mind.

TYPES OF INTERVIEW QUESTIONS

❖ **Biographical/Motivational Questions**

Biographical/motivational questions are the interviewer's attempts to see why you want to become a public defender. These questions vary in range, but are targeted at delving into what your motivations are.

Sample Questions:

“Why do you want to become a public defender?”

“Why do you want to work here?” (It is very important to show why you are interested in a specific office.)

“Who are your heroes?”

“Why did you want to go to law school?”

“When did you decide to go to law school?”

“If you didn't go to law school, what would you be doing now?”

“What are your favorite types of books?”

The type of answers that the interviewers are looking for are seeing that you have a real interest in the type of work public defenders do. Other types of personality traits vary depending on the office. Some offices are looking for applicants for trial work, and thus would likely favor applicants whose motivation is to fight for their clients. Other offices seek applicants that can relate to their clients and work well with diverse audiences. The best way to find out what type of office you are interviewing at is to contact an attorney currently working at the office. They will be able to tell you what type of advocates the office is looking for.

❖ **History of Helping Others**

Since the public defender job is based on helping indigent defendants, a demonstrated history of helping others is essential.

Sample Questions:

“What ways have you helped others prior to law school?”

“What are your experiences working with a disfranchised community?”

Interviewers are looking for a track record that establishes you have helped others.

❖ **Resume Questions**

Interviewers often use your resume to open up the dialogue during an interview. This allows applicants to explain past work experience or school activities that they have previously done. This also is a great opportunity for applicants to sell themselves to the interviewer.

Sample Questions:

“Your resume says you were part of X club, can you explain what X club did?”

“Can you discuss your experience at X?”

“What did you do to achieve X award?”

This is a great chance to show how your past experience is relevant to becoming a public defender. Applicants should discuss their prior experiences and explain how they helped them develop in to becoming a public defender. Areas that are essential to being a strong advocate include client communications, helping others, public speaking, analytical reasoning, and legal research.

❖ **Past Experience in Common Situational Questions**

Past experience in common situational questions are targeted at finding out if the applicant can handle the difficulties that are common in the public defender’s office. These questions are geared towards determining how the applicant has handled situations that commonly come up in public defender’s office.

Sample Questions:

“How have you handled a difficult client?”

“Have you previously had to handle a large number of conflicting projects at once?”

“How would you handle being hated by everyone in the room, including D.A., Judge, and/or your client?”

“How do you deal with losing?”

Public Defender’s offices typically want to hire an attorney that has handled similar situations that have come up in the office. They want to know that the applicant has been able to handle the difficulties in a sufficient manner. The applicant should be able to say and discuss how they handled similar situations and handled tough case loads.

❖ **Hypothetical Questions**

Hypothetical questions attempt to determine how an applicant will respond in certain situations. These questions typically hypothesize situations that public defenders commonly face.

Sample Questions:

“How would you handle a client that appears to be under the influence?”

“What would your response be if a client started yelling at you?”

“What would you do if your client wanted to testify against your wishes?”

“Is there any type of crime you would have trouble defending, like child molestation or rape?”

“I see you have experience working with victims of domestic violence; will you be able to represent our clients in DV cases?”

“Are you ok with spending up to half of your time in court, waiting for your cases to be called?”

The interviewer is trying to see how you would react in common situations that occur in the public defender’s office. Interviewers are also looking for a commitment for being a zealous advocate for your client.

❖ **Ethical Questions**

Similar to the above hypothetical questions, these are questions targeted towards ascertaining how you will respond in a given situation, particularly when it appears your duty to your client and your ethical

duties are at odds. These situations and ethical dilemmas are common in the adversarial process.

Sample Questions:

“If your client is charged with having no prior DUI convictions, but your client admits to you that he has an out-of-state conviction, what would you tell the judge if the judge asked if your client has any prior DUI convictions?”

“What would you do if your client told you that he or she was guilty?”

“What would you do if your client told you that he was going to lie when he or she testified?”

The interviewer is trying to determine how committed you are to your client. Are you going to quickly give up on your client or are you going to push your advocacy as much as possible? They are also determining whether you are going to push too far and violate your ethical obligations, either to the court or the profession. An ideal answer will work in the ethical frameworks but still allow you to be a zealous advocate for your client.

❖ Trick Questions

Trick questions attempt to see how well applicants can think on their feet. These questions are often posed as hypotheticals that the interviewer asks not necessarily to elicit the “right answer”, but to see how well the applicant handles an unexpected question. These questions typically are asked about situations that are outside of the scope of knowledge expected of the applicant.

Sample Questions:

“What would you do if you were given 100 preliminary hearings?”

“What are the discovery requirements in a X trial?”

“What was your favorite client’s name? What was your first client’s name?” [Hint: do not reveal as doing so would violate confidentiality].

The most important response for the applicant is not to be caught off guard. Attorneys working at public defender’s offices are typically caught

off guard and it often happens in court or during trial. The interviewer wants to know that the applicant can handle the pressure and come up with a solution to the problem. The answer is not the most important portion, but working out loud how you would come up with an answer and what steps you would take can show the interviewer how you would react in a common scenario for public defenders.

❖ **Practice Scenarios**

While these are not questions, practice scenarios are a large part of the interviewing process at the public defender's office. These scenarios usually test your ability as a trial attorney. Scenarios include performing an opening, closing, or cross examination. Other scenarios include client interviews. These scenarios might also include ethical or trick question elements from above to complicate the scenario. Again, this is largely to test how applicants think on their feet.

APPROACHING AN OPENING OR CLOSING STATEMENT

- ❖ **Read the fact pattern and analyze it the way you would a hypo**
 - Ask if there is information that is missing and if so, why?
Determine what evidence in the fact pattern supports your position, and what doesn't.
- ❖ **Stress the burden of proof**
 - Public defenders should remind the jury that all criminal defendants are innocent until proven guilty. If the evidence does not prove beyond a reasonable doubt that the defendant committed the crimes charged, he or she should be found not guilty.
- ❖ **Remember your audience**
 - Your opening or closing statement should be directed at a jury. Explain what the burden of proof means to the jury and how the evidence presented at trial does or does not meet that burden. Describe how the evidence leads to the conclusion you want the jury to reach.
- ❖ **Above all, demonstrate that you are a confident, thorough, and zealous oral advocate**
 - Your opening and closing statement is designed to test how you would tactically approach a trial situation, you should also use this portion of the interview demonstrate how comfortable you are as an oral advocate. Speak confidently, make eye contact, and impress your interviewer with your oral advocacy skills.

APPROACHING HYPOS

❖ **Come up with an answer**

- Avoid circumventing the question by saying you would check with your supervisor. Hypos are intended to see how you personally would deal with a difficult set of facts, so answer the question head on.
 - If you really believe the circumstances warrant the involvement of your supervisor, make sure your answer doesn't end there. Elaborate on this response and give your own assessment of the facts.

❖ **Think out loud**

- Talk through your analysis. Even if the answer you end up with isn't the best answer, interviewers want to understand your thought process while you analyze a problem. Impress your interviewer with your ability to think through a problem. The interviewer will likely give you credit for demonstrating a logical approach or asking thoughtful questions, even if you ultimately arrive at the wrong answer.

❖ **Issue spot like it's a law school test question**

- Look for evidentiary and constitutional problems – are there any search and seizure issues? If a witness refuses to testify, is there a hearsay problem? Do the facts present any Miranda issues?

❖ **Ask for more information**

- Your answer may depend on knowing more about the facts that the hypo presents. Is there any documentation of the incident? Are there any witnesses? Is there any corroboration to the story? What are the victim's and defendant's backgrounds and history?

❖ **Always, always remember your ethical obligations**

- Public defenders should be aware of client confidentiality issues. Never condone any sort of violation of a defendant's Constitutional rights.

❖ **Where you can, include office-specific programs in your answers**

- If the office you are interviewing with has programs that you

learned about in preparing for your interview, see if you can incorporate them into your hypo answer.

❖ **Some Common Public Defender Hypo Issues:**

- *Knowledge of your client's guilt.* If you know your client is guilty, can you still argue to the jury that the defendant is innocent? A public defender can and should zealously advocate for their client and give their interpretation of the evidence presented during the trial. Demonstrate that you are completely comfortable representing people who have committed crimes. Some applicants focus on their interest in representing defendants who have been unjustly accused of a crime. This is certainly a noble endeavor, but be aware that public defenders often must represent people who “did it.” Regardless, defendants are innocent until proven guilty in the eyes of the law and deserve the best defense possible.
- *Strategy conflict with client.* Communicate how you will work to earn your client's confidence and build trust. Be open to a client's input in the case but identify that your job is to defend your client to the best of your ability. Sometimes what your clients want and what you think is best for his or her case may not line up.
- *Clients changing his or her story.* You may be asked how you would handle a client who initially denies the charges and subsequently admits guilt.
- *Ability to adapt to career limitations.* As many public defenders' offices have very high caseloads, hypos will often try to vet out how you would deal with the busy, often chaotic, schedule of a public defender.

❖ **Sample Hypothetical Questions:**

One recurring theme in hypothetical questions is the tension between the duty of zealous representation of your client and other ethical duties as a lawyer. Examples of such hypothetical questions are:

- a) **Hypo:** Defendant is charged with a nasty domestic violence assault. At arraignment, you learn that the complainant (defendant's wife)

is in the courthouse (with bruises corroborating the accusations in the complaint). You talk to her and she says she actually fell, and lied to the police about defendant hitting her, and she does not wish to press charges. You interview defendant, who admits to beating her, and tells you that as soon as you get him released, he is going to find her and “teach her a lesson about calling the police.” You know that if you tell the judge that the complainant was in court retracting her story and not wishing to press charges, that your client will likely be released. Do you make that argument?

Answer: Yes, you have an ethical obligation to make every good faith argument to get your client out of jail, and she did indeed retract her story. You are not taking a factual position on whether or not your client committed the crime; you are setting forth what the complainant told you. As for your client’s threat to harm her, you should advise your client that going anywhere near her is against his penal interest, as he will surely be the suspect if anything happens to her. Some states have adopted an ethical rule that permits, or even requires, you to report your client if he is going to hurt someone (i.e. that communication is not privileged). However, almost no public defenders, especially the “client-based” defenders, want to hear that you would report your client. Find out the ethical rule in the state of your interview, and tell the interviewer that you are aware of the ethical issue, and would check with your supervisor, but that your personal inclination is to protect your client and not repeat his confidence or get him in more trouble.

- b) **Hypo:** In preparation for a trial, you contact the prosecution’s main witness, the person who says that your client robbed him. You arrange to meet him with an investigator from your office (who can testify at trial if the complainant contradicts himself). At the meeting, the witness admits that in fact, he was trying to rob your client, the gun that was recovered was his, but he is too afraid to recant to the DA because he does not want to go to jail. You suspect that on cross-examination you can get him to admit to all of this on the stand. As a defense lawyer, you are concerned about

this Fifth Amendment right not to self-incriminate. Before trial, do you call the DA and suggest that she have a defense lawyer present in court to advise the witness regarding Fifth Amendment, if need be?

Answer: No, your duty is to your client, regardless of the potential outcome for anyone else. You may be committing malpractice if you gave the DA the heads up about something damaging her witness might say.

****For sample PD hypothetical questions and model answers, see the article "The Criminal Hypothetical and Other Unique Aspects of the Criminal Law Interview Process" starting on page 23 of this Guide.***

APPROACHING SIMULATIONS

Selected Vocabulary Words to Be Aware of in Simulations

- **Arraignment** – The proceeding in which a defendant is formally accused of a crime.
- **Rap sheet** – The record of a person’s arrests and case dispositions (i.e., dismissal/conviction/etc.) throughout their life. Generated by fingerprinting.
- **ROR** – Release on Recognizance – Judge may release a defendant without setting any bail.
- **TPO** – Time and place of occurrence (e.g., “at 2:05pm on Friday, May 3, at 400 Mrak Hall Drive.”)

❖ Simulation Tips: Client Interviews

The employer may play the role of client and have the applicant conduct an initial client interview before an arraignment. This simulation gives the student the opportunity to demonstrate that he can connect and communicate with a scared, untrusting, intoxicated, belligerent, mentally ill, or a juvenile client. The client might be a little evasive in giving up facts. The student should begin by introducing themselves. Then the student should:

- Briefly describe confidentiality and their role as the client’s attorney.
- Explain the charges to the client and the process of arraignment.
- Ask questions going to the alleged incident, the arrest, and bail (community ties, etc.). For a juvenile, ask about parents and schools.
- Be careful to use language that an uneducated person or first-time arrestee can understand.
- Your client may not want to focus on the facts of the case, but rather on “am I getting out of here?” A good answer is, “I am going to do my best to persuade the judge to release you, so the more you can focus with me and tell me about what happened, the better I can do for you.”
- Applicants are often criticized for their responses to clients who complain about jail.
 - Good response: “I know it’s horrible in there; I am going to do my best for you.”
 - Bad responses:

- Dismissing, as in, “Ok please answer my questions.”
- Over-identifying, as in, “I feel your pain, man.”
- Promising to get him out of jail – it’s out of your hands and can destroy his confidence in you if the judge does not release him.

❖ **Simulation Tips: The Bail Application**

They may ask you to simulate a bail application. You will request ROR, arguing;

- His age, if very young or very old.
- No criminal record (if true)
- Weakness of the case, example: one witness identification
- Strong community ties – lived in this borough all of his life, with his family, who are in court today...
- He doesn’t have any money to make bail

❖ **Simulation Tips: Jury Opening**

An opening statement is not an argument. It is your opportunity to tell the jury what you expect the evidence will/won’t show. Hopefully, you will use it as an opportunity to tell the story from your client’s perspective.

- Tell a story – even if that story is limited to what a big mistake the prosecution is making, or “just because the police say it is so, does not make it so.”
- You may wish to open with a theme, or a “grabber.”
- Keep the focus on the prosecutor’s burden, and the fact that s/he cannot meet it, and do not tacitly shift the burden to yourself. You do not have to prove your client innocent. Don’t promise to.
- Focus on the prosecutor’s lack of evidence.
- Only refer to facts that you KNOW will come out at trial.
- Be VERY careful about making any promises regarding anything you intend to prove.
- Choose your words carefully.

❖ **Simulation Tips: Cross Examination**

Cross-examination questions can be answered with a yes or a no.

- Essentially, you are doing the testifying and (ideally) the witness is answering “yes” to each question.
 - Wrong: What time did you leave the bar?
 - Right: You left the bar at 9:15, correct?
- Only ask questions to which you know (and LIKE) the answers.
- Ask short questions with one issue; avoid compound questions.
 - Wrong: This was December 2, at 9:15?
 - Right: This was December 2, right? At 9:15?
- Remain in control of the witness and insist on answers to your questions, but do not engage in petty arguing if the witness is difficult. Her difficulty will make an impression on the jury, and you can refer to it in summation.
- Do not try to “bring your points home.” Just get your points for summation.
 - Wrong: So you mean to tell me that you had three drinks, and then identified the very first guy that they showed you??
 - Right: You had a couple drinks? At least two? By the way, you weigh 130 pounds, right? My client was the first suspect the police showed you? They did not ask you to look at an array of photos at the precinct? They did not ask you to look at a lineup?

❖ **Simulation Tips: Jury Summation**

- Think through reasonable doubt. Your theme may be that the prosecutor did not meet his/her burden, not necessarily (though sometimes is) that your client is innocent. Your sub-points are all of the reasons to doubt the prosecution’s case.
- Be clear about your theory of defense, e.g. misidentification, “what happened,” justification, etc. Hybrid defenses can be difficult to sell to juries. (Ex: he wasn’t there, but even if he was, it was self defense, but even if it wasn’t, the witness is making the whole thing up.)
- Consider whether to lead with defense witnesses or prosecutor's witnesses and how to talk about defense witnesses without suggesting you have burden of proof. Don't inadvertently shift the burden of proof to the defense.
- If going second (in all states but New York), rebut prosecution’s strongest points at the beginning, but don’t let the prosecutor’s summation reshape your summation substantially (or else the jury will

hear your “defensiveness”). In New York, where the defense goes first, anticipate prosecution arguments and preempt them. For example, “The prosecutor might get up here and wave around that gun, and talk about how big and dangerous it is. But don’t be distracted by that, because we all agree that gun is big. We do NOT agree, though, about where the police found the gun.”

- If possible, use metaphors or analogies, or both. For more information about how to do this, see Anthony Amsterdam and Randy Hertz, An Analysis of Closing Arguments To A Jury, 37 N.Y.L. Sch. L. Rev. 55 (1992)(available in Hein Online and Lexis).

Career Mobility as a Public Defender

Although many lawyers choose to devote their entire career to public defense, starting out as a public defender provides excellent training for a wide variety of jobs, such as positions in law reform or policy organizations; appellate, federal or capital defender offices; foundations; government; the judiciary; academia; international human rights; and private practice. Below is a brief discussion of a few of these practice areas.

1) Capital Representation

Organizations that specialize in the defense of capital cases include Equal Justice Initiative in Montgomery, Alabama; Fair Trial Initiative in Durham, North Carolina; and Louisiana Capital Assistance Center in New Orleans, **all of which offer post-graduate fellowships.**

2) Federal Defense

Most federal defenders do not hire law graduates as Assistant Federal Public Defenders because they require experience. One notable exception is Federal Defenders of San Diego, which usually hires law graduates. About half of federal defender offices also have Research and Writing Attorney positions - the entry level attorney position within the Federal Public Defender system. After a year or two, depending on funding and the office, it can lead to an Assistant Federal Public Defender position. All job openings in

the federal defender system are listed at http://www.fd.org/odstb_employment.aspx.

3) International Opportunities in Criminal Defense

A wonderful organization called International Bridges to Justice is working to provide competent defense representation in developing countries such as Cambodia, China, and Vietnam. For more information, see www.ibj.org. The International Legal Foundation, <http://www.theilf.org>, also assists developing countries in establishing public defender systems.

Public interest students who want to do international criminal justice work may also be interested in being prosecutors in tribunals, such as the International Criminal Court in The Hague or the International Criminal Tribunal for the former Yugoslavia. There are various career paths to those positions, including both international work and criminal justice work. Many international prosecutors gain experience as federal prosecutors.

4) Law Reform Organizations and Criminal Justice Think Tanks

Law reform organizations such as the ACLU and the Brennan Center, both of which offer post-graduate fellowships, work on cutting-edge criminal justice issues through litigation and other advocacy approaches. Additionally, “Special Litigation” units of Legal Aid and other direct service organizations do affirmative litigation in criminal justice areas. Think tanks that focus on criminal justice issues include the Vera Institute of Justice, <http://www.vera.org>, and the Center for Court Innovation, <http://www.courtinnovation.org>.

Additional Resources

<http://blog.psid.org> - Online resource connecting public interest law job-seekers with opportunities in the public interest arena. Input "Public Defender" in the search box.

<http://www.ospd.ca.gov/jobs/intern.asp> - Information on California Office of the State Public Defender's internship program. (10 week summer internship from June until August, or during a semester of the academic year.)

❖ **Good luck!**

The Criminal Hypothetical and Other Unique Aspects of the Criminal Law Interview Process

by Nicole Vikan and Jory H. Fisher

Criminal law is a unique practice area with a distinctive interview process. Whether students choose to pursue prosecution, defense, or both during their job search, they will no doubt encounter challenging interview questions that are quite different from those faced during other public sector interviews. A small investment in preparation can make for a much more successful meeting and a future offer. So how can a student train for these interviews?

From the Perspective of a Former Prosecutor

First and foremost, students must know about the offices they are seeking to join. Each prosecutor's office will be known as a District, State, Commonwealth, or County Attorney's Office,¹ with one elected District Attorney and a staff of Assistant District Attorneys who prosecute all of the criminal cases in the region. Students should know the name of the District Attorney, which party he or she represents, and how long the District Attorney has been in office. This information should be available online and in local newspapers.

Students should also research the size of the staff and how the office handles its caseload: Some offices prosecute vertically, with an Assistant District Attorney (ADA) handling a case from arrest through trial, and possibly through appeals as

well. Other offices may prosecute horizontally, with different ADAs staffing intake, arraignment, grand juries, hearing and trial parts, and appeals — thus passing a case along to be handled by a number of Assistants.

In contrast to summer associate hiring at large law firms, interviews for summer internships with District Attorneys' (DAs') Offices are shorter, one-meeting processes. Summer jobs do not lead directly to offers for permanent positions, though gaining knowledge of an Office and making a positive impression will no doubt assist an applicant during the interview process.

When a student applies for a permanent position at a DA's Office,² typically she or he will have three to four interviews: an initial meeting, which takes place with one interviewer and is perhaps half an hour; a panel interview, which consists of three or more interviewers and criminal hypothetical questions (discussed below); perhaps a third-round interview with a Director of Hiring or other Executive ADA, which may last up to two hours; and a final interview with the District Attorney, which is often short but during which the student must remain completely professional and poised.

What questions should a student expect?

Throughout the process, each student must be able to answer the critical question: "Why do you want to be a prosecutor?" The student should articulate

¹ In this article these offices will all be referred to as District Attorneys' Offices, though some may be known as State or County Attorneys' Offices and the attorneys as Assistant State or County Attorneys.

² When students choose where to apply for post-graduate positions with DAs' Offices, they must determine whether a given office will hire law graduates who have not yet taken or passed the state bar examination. The policies regarding bar exams vary, so students face tough choices as to whether they will wait for possible offers from offices that do not make hiring decisions until the bar exam results are released.

why his or her experiences and education led to the decision to prosecute. A record of criminal law-related classes (Criminal Law, Criminal Procedure, Constitutional Law, Evidence, Trial Advocacy) and clinics displays interest. Public sector employment and volunteer work demonstrate a commitment to public service. Many interviewers will appreciate prior clinical or internship work with public defenders' offices, as long as the student can explain why she or he chose those experiences and is committed to prosecuting. Even a student with a demonstrated record of public interest work must verbalize why she or he has selected prosecution instead of another form of public service work.

The candidate must also address the question: "Why do you want to prosecute in this office?" Students who are dedicated to prosecutorial work should apply to as many offices as possible, although they should research the District Attorneys and their policies because offices can vary significantly in terms of which crimes receive more attention and resources. In New York City, each of the five boroughs (the Bronx, Brooklyn, Manhattan, Queens, Staten Island) hires separately, and students are often questioned about where they would choose to go if given multiple offers. A suggested answer could be as follows: "If I am fortunate enough to have such options, I would consider where I would start off in each office and think about the people I met during the interview process. From my research thus far, I am particularly interested in your office because. . . ." The respondent could continue by praising a unique program for victims of domestic violence, a novel drug treatment approach, a vertical prosecution system, or even the respondent's childhood in the area and desire to make an impact on her hometown.

Students must also be prepared to tackle the economic and practical day-to-day realities of being an ADA. A student interested in becoming an ADA should consider his or her financial situation before an interview and be candid about his or her ability to handle the salary offered. The candidate must recognize that he or she will not have a per-

sonal secretary and will be answering his/her own phone, making his/her own photocopies, and paying for his/her own dinners on late nights. (When I was an ADA, we paid \$60 each for the annual Holiday Party.) Students may be asked about their awareness of these aspects of government work, and acknowledging that they know of these challenges and are positive nonetheless will make a good impression.

The Criminal Hypothetical is the most unique and often dreaded aspect of interviewing with District Attorneys' Offices. Hypotheticals often do not have clear legal answers; the interviewer is assessing the student's ability to issue-spot and address legal and ethical concerns. Candidates should address opposing viewpoints to show that they understand the multiple issues, but they must make decisions when asked to do so, and demonstrate that they can stand up for their choices when challenged. Below are a few recurring hypotheticals. **Keep in mind that the "responses" are merely suggestions of issues to discuss.**

Hypothetical #1:

Question: "You are prepared to try a case in which the defendant is accused of driving while intoxicated and injuring a blind man. Your only witness to the alleged crime is an elderly woman, but you are confident that she has identified the defendant accurately and that he is guilty of the crimes charged. The defendant repeatedly turns down your offer of one to three years of jail and he faces up to seven years if convicted after trial. On the morning of the trial, you learn that your witness has died. As you are walking up the courthouse steps, the defense attorney races toward you and says, 'My client has changed his mind and wants the one to three year offer!' What do you do?"

Response: "How did the woman die? In a suspicious manner?"

Question: "No, she had a heart attack. That's not an issue."

Response: “There is no legal obligation to reveal her death. The *facts* of the case haven’t changed, just the *strength* of your case — because you have no witness. The woman’s death does not affect the defendant’s culpability.”

Hypothetical #2:

Question: “You are about to start a gun possession trial. The defendant was arrested after he was pulled over for running a red light. The arresting officer testified in the grand jury that he saw the gun lying on the passenger’s seat as soon as the he approached the defendant’s vehicle. At 9:00 am on the morning of the trial, the arresting officer says he needs to talk to you. He explains that the arrest happened as he explained in the grand jury, except that he came on the scene after the actual seizure of the gun. The officer who saw the running of the red light and found the gun was at the end of her shift and asked this officer to cover the case. What do you do?”

Response: “The officer has committed perjury. I would definitely speak with a supervisor about this, because there could be ramifications for other cases as well as for the officer’s job. For this case, the defense attorney needs to be told, I need to speak with the officer who actually found the gun, and the case should be reassessed.”

Hypothetical #3:

Question: “You have been asked to handle another ADA’s hearing concerning the search and seizure of a pound of cocaine. The notes you have about the case indicate that the arresting police officer saw the defendant driving erratically and so he pulled the defendant’s car over. When the officer asked the defendant for his license and registration, the defendant said he didn’t have them. The officer arrested the defendant and searched the car. He found a pound of cocaine in a gym bag in the trunk. What questions do you have for the officer before you analyze how to argue for admission of the cocaine in front of the hearing judge?”

Response: “I would want to know what is meant by ‘erratically’ — what exactly did the defendant do while driving? Did the defendant stop when ordered to do so? Was he alone in the car? Did the officer question the defendant about why he lacked a license and registration? Did the officer run the license plate and VIN [vehicle identification number] and find out to whom the car was registered or if it had been reported stolen? When was the vehicle searched — at the scene of the arrest or back at the precinct? Was the trunk searched at the same time? Was the gym bag searched at the same time? Was an Inventory Report completed? Did anyone ask for a search warrant? Was the gym bag visible as soon as the trunk was opened? How was the cocaine packaged in the gym bag? Was the bag open and the drugs in plain view, or was the cocaine sealed within the bag? Did the defendant make any statements about the drugs?”

Hypothetical #4:

Question: “A police officer comes to your office with an arrest. She tells you that she heard about a robbery on her police radio; during the robbery, three guys knocked down an old lady and grabbed her purse. The officer started driving to the scene of the crime and she saw two men running down the sidewalk. One man was holding something bulky under his coat. She ordered them to stop. She searched them and the one with the bulky coat had a purse under his jacket, so she arrested them both for robbery. Would you write up the case?”

Response: “I would have some questions for the officer. How far from the alleged crime was the officer when she received the radio call? How far from the scene did she see the men? Did she have a description at all? Did she speak with the men at all before searching them? Was there any identification procedure? If so, how soon after the robbery, and what were the circumstances of the ID? Was the purse identified as the victim’s? When and under what circumstances? Did the man who was not carrying the purse have any incriminating evidence on him? What did the men say?”

All hypothetical criminal questions raise a variety of issues that may be handled in many different ways. Candidates should remind themselves that their thought processes and ethical awareness will be valued more than a “correct” legal answer. If students engage in conscientious thinking about their own interests, skills, and understanding of the law, they will be well prepared to tackle the distinct challenges of an interview with a prosecutor’s office.

From the Perspective of a Former Public Defender

Students aspiring to work in a public defender office would be wise to follow many of the suggestions offered above. Interview preparation, for example, is vital to students’ success whether they wish to prosecute or defend.

As a first step, students need to research applicable statutes regarding the establishment of public defender offices in the states in which they wish to work. To illustrate: Does Colorado have a state-wide public defender system? If so, the interested student will want to find out if he or she will interview in a main office but be assigned to an office elsewhere in the state. The student will also want to find out if he or she has a choice of locations or must accept whatever assignment is received.

Additionally, attorneys in public defender offices have specific and varying job titles. Students should check office websites to be sure they use the correct titles during their interviews and to be sure they know the professional backgrounds of the interviewing attorneys. Students should also come to interviews equipped with previously prepared questions. It would be appropriate to ask the interviewer about the jurisdictions and dockets for which the attorneys are responsible, caseload size, training and support, office camaraderie, and the long-term opportunities for advancement.

Based on a canvassing of offices in the Commonwealth of Virginia, hypotheticals do not seem to be used as frequently during interviews in public

defender offices as they are during interviews for prosecutorial positions. Nonetheless, students would be wise to research the Fourth Amendment. In defense work, it is the most commonly used portion of the Constitution and could easily lend itself to an interview question.

One example of a hypothetical used frequently in a public defender office in Virginia concerns professional responsibility: “What would you do if you appeared for Court and saw the Commonwealth’s witness in the wrong courtroom? Would you notify the judge or Commonwealth’s Attorney when the witness failed to show in the correct courtroom?” The answer the public defender was seeking was, “No! You cannot help the prosecution to the detriment of your client.” Such hypotheticals are hard to predict. Students can help prepare themselves, however, by researching the state’s Code of Professional Responsibility to determine what conduct is expected of criminal defense lawyers — and what conduct would be deemed in violation.

Be sure to advise students that, for attorneys who work in public defender offices, the pay is low and the caseloads are heavy. Nonetheless, the training is excellent, bar none. Because many recent law school graduates seek government trial attorney positions solely to develop their litigation skills (with no intention of remaining in the public sector), students should be prepared for the ultimate question, “Where do you see yourself in five years?” Each student needs to be able to articulate a reasonable plan for his or her future that reflects a strong, genuine commitment to public service. Public defenders consider training new attorneys an honorable part of their responsibilities; understandably, however, they prefer to hire attorneys whom they believe will remain dedicated to the cause.

When interviewing applicants, public defenders, perhaps even more than other employers, look for the “intangibles.” With low pay, heavy caseloads, and an abundance of difficult clients, it is imperative that highly stressed attorneys work with colleagues they enjoy! Students need to project upbeat, friendly personalities during their inter-

views. Students should look for common ground with their interviewers to help the conversations move in positive directions. Students should not answer questions as if they were being cross-examined. Rather, they should expand creatively upon their answers using confident, positive, conversational tones. To persuade interviewers that they would fit well in the office environments, students should consider revealing the “lighter side” of their personalities. (When stress is high, and life and liberty are at stake, working with colleagues who possess appropriate senses of humor is essential to job satisfaction. Law students who seem humorless and arrogant need not apply.)

Public defenders can train newly hired attorneys in the finer points of criminal law and courtroom strategy. It is manifest interview preparation, a demonstrated commitment to public service, and a pleasant personality that will catapult a student to the top.

Nicole Vikan is Associate Director at the Career Planning Center at Fordham University School of Law. She had a wonderful time working as an Assistant District Attorney for the New York County District Attorney’s Office and is grateful for the training she received and friendships she developed during her time with the Office. Jory H. Fisher is Associate Dean for Career & Professional Development at Liberty University School of Law. She greatly enjoyed serving as an Assistant Public Defender in Lynchburg, Virginia, and thanks her former colleagues and long-term friends for their generous contributions to this article. This article was submitted on behalf of the NALP Public Service Section.

HIRING PRACTICES
OF
CALIFORNIA
PUBLIC DEFENDER
OFFICES

Updated by UC Davis School of Law
2014

County Map of California



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Hiring Practices of California Public Defender Offices

(Includes State and Federal Defender Offices)

INTRODUCTION

STAFFING CHANGES

Staffing changes may occur after the publication of this directory. To insure that you have current information, you should ***always*** verify the name of the hiring attorney and recruiting coordinator, the spelling of their names, and the address, before corresponding with these offices. Before interviewing you should verify the name of the Public Defender in the county, and research her/him and the office to which you are applying.

CALIFORNIA PUBLIC DEFENDER ASSOCIATION

An excellent tool for finding contact information on various public defender offices and their website links is the California Public Defender Association. Their website is <http://www.cpda.org>.

OTHER TYPES OF DEFENDER OFFICES

Visit <http://www.cpda.org/publicarea/county/county.html>, and you will find a list that also includes alternate defenders, conflict defenders, California Appellate Project offices and Indigent Criminal Defense Panel Administrators. These offices, not listed here for the most part, may also be a source of volunteer or paid positions.

ON-CAMPUS INTERVIEWING

Some counties conduct on-campus interviews at several law schools. Check with your career services office for more details.

Be aware that hiring practices can change at any time due to budget constraints.

Good luck!

ALAMEDA COUNTY

Brendon D. Woods
1401 Lakeside Drive, Suite 400
Oakland, CA 94612-4219
Ph: (510) 272-6600
Fax: (510) 272-6610
<http://www.acgov.org/defender/>

POST-BAR LEGAL ASSISTANT

Post-Bar Legal Assistants perform legal research and writing, conduct client intake interviews, litigate motions, conduct evidentiary hearings and assist attorneys in case preparation for trial or disposition. All legal assistants are compensated and must be certified under the Rules Governing the Practical Training of Law Students by the State Bar of California or admitted to the State Bar. Applications for post-bar legal assistants are accepted during On Campus Interviews and from July to December. All inquiries should be directed to: [Alameda County Public Defender Recruitment Officer](#): acpdrecruitment@acgov.org. Please include a cover letter, resume and writing sample.

ENTRY LEVEL ATTORNEY POSITIONS

Appointments to all vacant Associate Deputy Public Defender positions are made by the Public Defender from a civil service hiring list prepared after an examination coordinated by the Alameda County Personnel Department. The Personnel Department receives applications during an open period of 26 days. Applications for Associate Deputy Public Defender are generally accepted once a year, from mid-November to mid-December following the summer bar exam results.

[Complete job description](#)

[Notify me when the examination will occur](#)

All Associate Deputy Public Defenders initially work in a branch office where they are assigned cases of increasing difficulty. By the end of the third year most lawyers are assigned their first felony jury trial case load. After demonstrating proficiency in the trial of felony cases, Associate Deputy Public Defenders are promoted to the position of Deputy Public Defender. The Office provides ongoing in-house training for all attorneys; the Alameda County Public Defender is approved as a provider of Minimum Continuing Legal Education (MCLE) by the State Bar of California.

California Bar membership required. They do hire recent graduates. Apply through the county's Human Resources Services: <http://www.acgov.org/hrs/index.htm>. County application and civil service exam required. The examination for Associate Deputy Public Defender is generally conducted once a year, often in the period following the results of the summer Bar Examination.

SUMMER LAW CLERK POSITION POSITIONS

The Alameda County Public Defender's Office offers law students the opportunity to gain the traditional experience in research and writing, as well as practical "hands on" experience of assisting Public Defenders in court. In general, law clerks perform legal research and writing, conduct client intake interviews, litigate motions, conduct evidentiary hearings and assist attorneys in case preparation for trial or disposition. All law clerk work is done under the supervision of a senior Public

Defender attorney. Law students who are exploring a career in criminal defense work will find their experiences with the Alameda County Public Defender an invaluable step in their career development.

All law students seeking a position must have completed courses in Criminal Procedure and Evidence and must be eligible for certification under the Rules Governing the Practical Training of Law Students by the State Bar of California. Applications are accepted continuously, however the bulk are received during On Campus Interviews in the fall. All inquiries should be directed to: [Alameda County Public Defender Recruitment Officer](mailto:acpdrecruitment@acgov.org): acpdrecruitment@acgov.org. Please include a cover letter, resume and writing sample.

ALPINE COUNTY

**99 Water St.
Markleeville, CA 96150
Ph: (530) 694-2287
Fax: (530) 544-7201
www.alpinecountyca.gov**

This county contracts out its public defender work. Note that Markleeville is the county seat. Interested students and graduates should contact the office to inquire about law clerk or attorney positions.

AMADOR COUNTY

**CHIEF DEFENSE ATTORNEY: Randall Shrout
Richard A. Ciummo & Associates
205 Court Street
Jackson, CA 95642
Ph: (209) 223-0877
Fax: (209) 223-0831
<http://www.ciummolaw.com/>**

This county contracts out its public defender work. Interested students and graduates should contact the above office to inquire about law clerk or attorney positions.

BUTTE COUNTY

**Philip Heithecker, Public Defender Services Executive Director
330 W. 5th St.
Chico, CA 95928
Ph: (530) 345-1647
www.buttecounty.net**

This county contracts out its public defender work. Interested students and graduates should contact

Philip Heithhecker to inquire about law clerk or attorney positions.

CALAVERAS COUNTY

CHIEF DEFENSE ATTORNEY: Scott Gross

Richard A. Ciummo & Associates

P.O. Box 725

San Andreas, CA 95249

Ph: (209) 754-4321

Fax: (209) 754-4143

<http://www.ciummolaw.com/>

This county contracts out its public defender work. Interested students and graduates should contact the above office to inquire about law clerk or attorney positions.

COLUSA COUNTY

Albert Smith

200 6th Street

Colusa, CA 95932-1346

Ph: (530) 458- 8801

<http://www.colusa.courts.ca.gov/>

This county contracts out its public defender work. Interested students and graduates should contact **Albert Smith** to inquire about law clerk or attorney positions.

CONTRA COSTA COUNTY

PUBLIC DEFENDER: Robin Lipetzky

Central/East Branch

800 Ferry Street

Martinez, CA 94553

Ph: (925) 335-8000

Fax: (925) 335-8010

www.co.contra-costa.ca.us/depart/pubdef/default.html

West County Branch

3811 Bissell Ave.

Richmond, CA 94805

Ph: (510) 412-4900

Fax: (510) 412-4901

Alternate Defender Office

627 Ferry Street

Martinez, CA 94553

Ph: (925) 335-8181

Fax: (925) 646-1747

GRADUATE LAW CLERK PROGRAM

The Department staff includes post-graduate law clerks who may be assigned to any of our three offices in Martinez and Richmond. Graduate law clerks assist attorneys with legal research and motion preparation, client interviews, assisting attorneys in trial, and other assorted tasks of value to the Department in fulfilling its mission to effectively represent our clients. If certified by the State Bar of California, graduate law clerks may be permitted to litigate motions in court under the supervision of the assigned attorney.

Graduate law clerks earn \$19.59 per hour. The positions are filled for one year terms that begin in mid to late August.

Students interested in a Graduate Law Clerk position should send a resume and cover letter to Robin Lipetzky, Public Defender, robin.lipetzky@pd.cccounty.us

The deadline for applications is the third Monday in October. Applicants who qualify for an interview will be contacted to schedule an interview in November. Hiring decisions are completed by January.

SUMMER LAW CLERK PROGRAM

Each summer the Department hires approximately 20 volunteer and work-study law clerks who have completed either one or two years of law school. Students who attend a law school with which the Department has work study contracts may receive work study funding. Other students work as volunteers or receive grants from their law schools to work in our office.

Summer law clerks work with attorneys on their cases by researching and writing pretrial motions and performing a wide range of other research and case preparation duties. Interested students may be assigned to work closely with attorneys engaged in jury trials. Law students certified by the State Bar may have the opportunity to argue motions in court under the supervision of an attorney.

We strive to make the summer program as meaningful as possible for our summer clerks. In addition to providing diverse and challenging assignments, we encourage law clerks to accompany attorneys to the jail to visit clients, to view court proceedings, and to attend tours we organize of criminal justice facilities such as San Quentin State Prison and ContraCosta County's "Ranch" for juvenile offenders.

We accept applications for summer law clerk positions beginning in October and complete hiring in March.

LAW STUDENT EXTERNSHIP PROGRAM

The Department maintains close working relationships with a number of Bay Area law schools which offer student externship programs for course credit. Our philosophy regarding our extern program mirrors our philosophy regarding our summer law clerk program: We work to make the experience as rich, diverse, and meaningful as possible. Externs have an opportunity to be exposed to, and participate in, the daily work of our staff attorneys, with responsibilities similar to those of our summer law clerks. We strive to serve as mentors and role models for students who may later enter the practice of criminal law or other careers related to social justice.

Students interested in an externship or a summer law clerk position should send a resume, cover letter and writing sample (if available) to Jonathan Laba, Deputy Public Defender, at jonathan.laba@pd.cccounty.us

ATTORNEY POSITIONS

Attorneys quickly gain a substantial amount of trial experience beginning with misdemeanor cases and progressing to felonies of increasing complexity. It is not unusual for experienced attorneys to have done over 40 felony jury trials. Many senior attorneys in the Department have tried in excess of 75 felony jury trials. Several attorneys have been lead counsel in capital cases. Some attorneys are State Bar Certified Criminal Law Specialists.

Attorneys discuss their cases with more experienced attorneys during staffing meetings and, when appropriate, have mentor attorneys. Newer attorneys quickly gain a substantial amount of trial experience at both the misdemeanor and felony level. Contra Costa County consistently ranks at the top of the state's counties in terms of the number of cases tried to a jury verdict. Attorneys interested in learning the skills of trial advocacy can become able trial lawyers in a relatively short period of time. New misdemeanor attorneys average 1-2 jury trials each month along with a substantial motion practice.

Representation of clients is vertical: attorneys in the office handle their own cases from the beginning to the end of representation. Our policy is to rotate attorneys among both office locations and geographical areas of the County so that experience can be gained practicing in all courts and in all our practice groups.

Attorneys are selected from a large pool of interested candidates. The Office of Public Defender recruits attorney candidates from diverse backgrounds with a record of high academic achievement from law schools nationwide. In addition to educational prerequisites, the most highly qualified candidates may have related job experience and other characteristics that will make them successful practitioners in the highly competitive criminal justice environment in Contra Costa County. Applicants undergo a screening, interview and testing process. Applications for temporary attorneys are accepted on a continuous basis by sending a resume and cover letter to Robin Lipetzky, Department Head at robin.lipetzky@pd.cccounty.us

DEL NORTE COUNTY

Leroy Davies
341 H Street, Suite 210
Crescent City, CA 95531
Ph: (707) 465-4745

This county contracts out its public defender work. Interested students and graduates should contact the above office to inquire about law clerk or attorney positions.

EL DORADO COUNTY

CHIEF PUBLIC DEFENDER: Teri M. Monterosso

Placerville Branch
630 Main Street

Placerville, CA 95667
Ph: (530) 621-6440

**South Lake Tahoe Branch
1360 Johnson Boulevard, Suite 106
South Lake Tahoe, CA 96150
Ph: (530) 573-7955**

Students interested in law clerk positions should contact the individual offices directly. Check the county's Human Resources website for attorney job postings. For more information, contact Teri Monterosso at the numbers listed.

FRESNO COUNTY

**PUBLIC DEFENDER: Kenneth K. Taniguchi
2220 Tulare Street, Suite 300
Fresno, CA 93721
Ph: (559) 600-3546**

LAW STUDENT PROGRAM

Positions are volunteer. Send a resume and cover letter to **Kenneth K. Taniguchi, Public Defender**, at the above address. You will be asked to meet with some of the attorneys in the office, particularly in the unit to which you will be assigned.

ATTORNEY POSITIONS

Attorney positions are listed at the county's Personnel Services website. Attorneys should also forward their resumes to **Kenneth K. Taniguchi, Public Defender** at the above address, or by email at ktaniguchi@co.fresno.ca.us.

GLENN COUNTY

**Albert Smith
PO Box 1346
Colusa, CA 95932
Ph: (530) 458-8801
Email: albertsmithesq@hotmail.com**

**Charles H. Lee
PO Box 923
Willows, CA 95988
Ph: (530) 934-0228
Email: charles42@thegrid.net**

David Nelson

333 North Plumas
Willows, CA 95988
Ph: (530) 934-3680
Email: nellylaw1@aol.com

http://www.glenncourt.ca.gov/general_info/whoswho/public_defender.html

Glenn County only has 3 full time attorneys. In the last 20 years the staff has remained the same and they do not expect any vacancies in the near future. This office also does not have summer programs for law students, but they may consider a few unpaid interns. Please contact the individual attorneys by phone or email.

HUMBOLDT COUNTY

PUBLIC DEFENDER: Kevin Robinson
1001 Fourth Street
Eureka, CA 95501
Ph: (707) 445-7634
Fax: (707) 445-7320
<http://co.humboldt.ca.us/pubdefnd/>

LAW STUDENT PROGRAM

This office hires 1L, 2L and 3L law students for volunteer internships for the fall, spring, and summer. Interested students should contact **Kevin Robinson, Public Defender**, at krobinson@co.humboldt.ca.us

Anyone interested should indicate a particularized interest in the variety of cases that come before a public defender office as well as resume, references and letters.

NOTE: this office also handles dependency court matters.

ATTORNEY POSITIONS

Openings are advertised on the county website but owing to the small size of the office, most positions are filled through informal word of mouth. Interested individuals may send a cover letter and resume to **Kevin Robinson, Public Defender**, at krobinson@co.humboldt.ca.us, expressing interest to work in Humboldt County. Mr. Robinson may then contact those applicants when an opening becomes available. Openings are also posted on the California Public Defenders Association website.

IMPERIAL COUNTY

PUBLIC DEFENDER: Tim Reilly

895 Broadway
El Centro, CA 92243
Ph: (760) 482-4510
<http://co.imperial.ca.us>

LAW STUDENT PROGRAM

The office has no structured program, but will hire volunteers, space permitting. Inquire about opportunities by contacting **Tim Reilly, Public Defender** at (760) 482-4510 or timothyreilly@imperialcounty.net.

ATTORNEY POSITIONS

California Bar membership required. Applicants file an application with the county's Human Resources Department.

INYO COUNTY

Elizabeth Corpora
PO Box 1161
Bishop, CA 93515
Ph: (760) 872-8226

Jeremy Ibrahim
Ph: (760) 875-1709

Mark A. Johnson
Ph: (760) 582-2025

Sopie Bidet
Ph: (760) 920-6120

www.countyofinyo.org

This county contracts out its public defender work. Interested students and graduates should contact the above office to inquire about law clerk or attorney positions.

KERN COUNTY

CHIEF DEPUTY PUBLIC DEFENDER: Peter Kang
1315 Truxtun Avenue
Bakersfield, CA 93301
Ph: (661) 868-4799
Fax: (661) 868-4785
www.co.kern.ca.us/pubdef/default.asp

Students interested in law clerk positions should contact the offices directly. Check the county's Human Resources website for attorney job postings.

KINGS COUNTY

Richard Altimus
802 North Irwin
Street, Suite 102
Hanford, CA
93230
Ph: (559) 582-3611
dmarcus@co.lassecn.ca.us

Carolyn Miles
9030 Grangeville
Hanford, CA
93230
Ph: (559) 582-4740

Donna Tarter
116 West 7th
Street, Suite 1
Hanford, CA
93230
Ph: (559) 585-8095

<http://www.countyofkings.com/hr/index.htm>

The court in this county appoints a number of private attorneys to act as public defenders. There may be opportunities for law clerks in this county; contact Human Resources to inquire.

LAKE COUNTY

Stephen Carter, President
Lake Legal Defense Services, Inc.
Post Office Box 2043
Lower Lake, CA 95457
Ph: (707) 245-6738

<http://www.lakelegaldefense.com/>

Interested students and graduates should contact Mr. Carter at lakelegaldefense@gmail.com to inquire about law clerk or attorney positions. They have no formal program, but Lake County is open to considering a limited number of volunteer law clerks.

LASSEN COUNTY

PUBLIC DEFENDER: Rhea Giannotti
220 S. Lassen Street, Suite 1
Susanville, CA 96130
Ph: (530) 251-8312
http://www.co.lassen.ca.us/govt/dept/pub_def/PublicDefender.asp

There is no formal law clerk program. The office will not know whether any summer volunteer opportunities are available until the spring. Interested students and graduates should contact the

office to inquire about law clerk or attorney positions. Mr. Marcus can be reached by email at, dmarcus@co.lassen.ca.us

LOS ANGELES COUNTY

CHIEF DEPUTY PUBLIC DEFENDER: Ronald L. Brown
19-513 Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street #19-513
Los Angeles, CA 90012
Ph: (213) 974-2801
Fax: (213) 625-5031
<http://pd.co.la.ca.us/>

LAW STUDENT PROGRAM

The office hires approximately 50 full-time summer interns. First and second year students are eligible to apply. They accept approximately 20 school year externs from 2L and 3L students. Visit <http://pd.co.la.ca.us/employment.html> for more details on summer and externship positions.

Summer positions are volunteer. There is work-study funding available, but only if the student's university financial aid office will allow the office to pay only 15% of the salary. Note that the University of California law schools require employers to pay 50%.

Submit cover letter, resume, and writing sample to **Jeffrey D. Gilliam**, Head Deputy of Central Misdemeanors and Training. Mr. Smith coordinates the summer law clerk program. His email is jgilliam@pubdef.lacounty.gov

LAW CLERK PROGRAM

Summer Clerks:

Summer Clerks assist practicing public defenders in a diverse array of work. Summer Clerks are given the opportunity to observe and participate in client interviews, case strategy meetings and court proceedings. Clerks may complete research and writing projects including briefs, investigation requests and motions to be filed in court. They may also accompany the assigned attorney to jail interviews and attend public defender training sessions. Law clerks may be exposed to misdemeanor, felony, juvenile and appellate sectors of the law. The 10 Week program starts Late May – Early August. Apply (2Ls) October 15 – January 15, (1Ls) Early Dec – January 15.

Students applying for the Summer Clerk position should apply early and to make sure that they will be available in Southern California over the break to schedule an interview.

Fall & Spring Clerks:

Fall & Spring clerks also assist practicing public defenders with the same wide variety of projects as the Summer Clerks.

Fall Program: The 16 week program is from Mid August – Early December. Apply: March 15 – June 01

Spring Program: The 16 week program is from Early Jan – Late April. Apply: August 15 – October 15

Senior Clerks:

There are a limited number of full time fall semester post-bar volunteer positions available. Prior experience in a Public Defender office required. Please submit resume and cover letter by April 15, 2014.

For further information go to website:

<http://pd.co.la.ca.us/lawclerk.pdf>

ATTORNEY POSITIONS

Students should check the county's Human Resources website for attorney job postings.

Alternate Public Defender's Office

35 Hall of Records

320 West Temple Street

Los Angeles, CA 90012

Phone: (213) 974-6626

Office Description:

Does not hire prebar. Typically hires no entry level attorneys per year and requires one year of experience to apply. However, they generally hire about 25 attorneys per year. Does require a commitment. Does not offer a training program.

Application Procedure:

An online application is available at the Alternate Public Defender's Office's website. Applications should be printed out and mailed to the address above c/o Rosalinda Gomez. All questions with regard to filing a job application or availability of positions should be directed to Rosalinda Gomez at (213) 974-6626 or emailed to lacapd@co.la.ca.us

MADERA COUNTY

CHIEF DEFENSE ATTORNEY: Mike Fitzgerald

Richard A. Ciummo & Associates

210 South D Street

Madera, CA 93638

Ph: (559) 674-4696

<http://www.ciummolaw.com/index.html>

This county contracts out its public defender work. Interested students and graduates should contact the firm to inquire about law clerk or attorney positions at, jbmadera@netheat.net

MARIN COUNTY

PUBLIC DEFENDER: Jose Varela

3501 Civic Center Drive, Room 139

San Rafael, CA 94903

Ph: (415) 499-6321
Fax: (415) 499-6898
www.co.marin.ca.us/pd

LAW STUDENT PROGRAM

The office hires 1L and 2L students for summer law clerk positions. The summer program will involve client interviewing, legal research, court appearances (motions, trials, bail reviews) for certified law students, and colleague mentoring. They plan to hire 3-6 students, who will have the opportunity to participate in a variety of activities including ride-alongs, court hearings, and client interviews. They would like a minimum commitment of 25-40 hours a week.

Applications for summer law clerk positions will be accepted beginning in January. Electronic applications are accepted. Phone interviews will be conducted for students who cannot afford travel expenses. Submit a cover letter, resume, and transcript to **Debra Leyva** at dleyva@co.marin.ca.us. A writing sample may also be useful.

Applications for externships are accepted the preceding semester until the last month prior to the semester the student is interested in.

POST GRADUATE LAW CLERKS

The office has hired senior law clerks for those who are awaiting Bar results. The positions are volunteer. Submit a cover letter, resume, and transcript to **Jose Varela**. You may contact him at JVarela@co.marin.ca.us if you have any questions.

ATTORNEY POSITIONS

California Bar membership required. Submit a cover letter, resume, and transcript to **Jose Varela**. You may contact him at JVarela@co.marin.ca.us if you have any questions. Applicants will be placed on a job list for 6 months and will be notified of any openings.

MARIPOSA COUNTY

James Lindstedt
P.O. Box 867
Mariposa, CA 95338
Ph: (209) 966-3661
Fax: (209) 966-4884
www.mariposacounty.org

This county contracts out its public defender work. Interested students should contact the county's Personnel Department to inquire about the possibility of volunteering.

MENDOCINO COUNTY

PUBLIC DEFENDER: Linda Thompson

175 South School Street

Ukiah, CA 94582

Ph: (707) 463-5433

<http://www.co.mendocino.ca.us/pubdef/>

LAW STUDENT PROGRAM

They do not have a formal summer program. Interested students and graduates should contact the above office to inquire about law clerk or attorney positions.

ATTORNEY POSITIONS

They only advertise for attorney positions once or twice a year, at no set time. Check the county's Human Resources website for attorney postings.

MERCED COUNTY

CHIEF DEPUTY PUBLIC DEFENDER: Eric Dumars

2150 M Street, 1st floor

Merced, CA 95340

Ph: (209) 385-7692

www.co.merced.ca.us

LAW STUDENT PROGRAM

The Merced County Public Defender's Volunteer Lawyer Program is an opportunity for local law firms to meet their pro bono goals as well as help their new associate attorneys get needed bench and jury trial experience. This program provides an opportunity and a benefit to law firms as their new associates gain experience trying cases before juries and becoming comfortable in a courtroom setting. Participants gain training in trial skills, evidence and courtroom practice.

Local law firms are invited to assign their salaried associate attorney to the Merced County Public Defender for an eight week, twelve week, or sixteen week period on a part-time basis of approximately 10 hours per week. While the associate attorney is assigned to the Merced County Public Defender, they will continue to receive their regular salary from the private law firm while they work pro bono with the Merced County Public Defender. In the assigned time period, the firm's associate attorney will be given a misdemeanor caseload with the opportunity to litigate pre-trial motions as well as misdemeanor bench and jury trials. In addition, the associate attorney will receive training and instruction in criminal practice and procedure that would supplement the training the associate's firm provides.

If you would like more information please contact Chief Deputy Public Defender Eric Dumars at

edumars@co.merced.ca.us

ATTORNEY POSITIONS

All Employment Opportunities with the Merced County Public Defender's Office are listed on the County's website <http://www.co.merced.ca.us/index.aspx?NID=73>

Individuals interested in a position with the Merced County Public Defender's Office are welcome to submit a resume and cover letter to the Public Defender, Eric Dumars, edumars@co.merced.ca.us

Please note that you will not necessarily be affirmatively contacted when your resume and/or cover letter is received. In addition, you will not be contacted when a position becomes available. Instead, you will be required to apply for any open positions concerning this office through the county.

MODOC COUNTY

CHIEF DEFENSE ATTORNEY: William Briggs
Richard A. Ciummo & Associates
P.O. Box 898
Alturas, CA 96101
Ph: (530) 233-2474
<http://www.ciummolaw.com/index.html>

This county contracts out its public defender work. Interested students and graduates can call the firm to inquire about law clerk or attorney positions. Mr. Briggs can also be reached by email at wb@abanet.org

MONO COUNTY

David Hammon
308 W. Line Street, Suite C
PO Box 1176
Bishop, CA 93515
Ph: (760) 873-4760
Fax: (760) 873-4756
<http://www.monocounty.ca.gov/>

This county contracts out its public defender work. Interested students and graduates can contact **David Hammon** to inquire about law clerk or attorney positions, at hammon52@yahoo.com

MONTEREY COUNTY

PUBLIC DEFENDER: James S. Egar

111 West Alisal Street
Salinas, CA 93901
Ph: (831) 755-5058
Fax: (831) 755-5873
www.co.monterey.ca.us/pubdef/

LAW STUDENT PROGRAM

This office does not have a formal internship program, but will take legal interns and law clerks on a volunteer basis. Send a cover letter explaining your interest in Monterey County Public Defender's Office and a resume to Donald Landis at landisde@co.monterey.ca.us. Infrequently, individual attorneys will bring an intern on board after being appointed to a complex case. On those occasions, the attorney contacts the law school(s) directly.

ATTORNEY POSITIONS

They accept applications only during open recruitments. Unsolicited resumes are reviewed and kept on file in their office. Attorney positions are listed on the county's Human Resources Department at <http://agency.governmentjobs.com/montereycounty/default.cfm>

NAPA COUNTY

PUBLIC DEFENDER: Ronald Abernethy
1127 First Street, Suite 265
Napa, CA 94559
Ph: (707) 253-4442
Fax: (707) 253-4407
<http://www.co.napa.ca.us/Gov/Departments/DeptDefault.asp?DID=22600>

Our office offers internships and volunteer positions for law students, college students and high school students during the school year or summer. This is an excellent opportunity to observe and participate in Napa's active legal system. Currently we do not offer paid internships; however, grants and scholarships for public interest positions like this are widely available. Interested students should contact the office to inquire about internships. Attorney openings are posted on the county's Personnel Department website. For more information contact Terry Davis tdavis@co.napa.ca.us, please be prepared to provide a resume, writing sample and references.

NEVADA COUNTY

PUBLIC DEFENDER: Donald E. Lown
224 Main Street
Nevada City, CA 95959
Ph: (530) 265-1400
Fax: (530) 478-5626

www.mynevadacounty.com

LAW STUDENT PROGRAM

The Nevada County Public Defenders Office is developing a formal internship program. Interested Law Students should contact **Public Defender Donald Lown** at donald.lown@co.nevada.ca.us.

Alternately, students may send their cover letter, resume, and references to Keri Klein, at k.klein@co.nevada.ca.us.

ATTORNEY POSITIONS

Attorney positions are advertised in the local newspapers and legal journals, as well as on the county's website. Contact **Donald Lown, Public Defender** to be placed on a contact list for future openings.

ORANGE COUNTY

PUBLIC DEFENDER: Jean wilkinson
14 Civic Center Plaza
Santa Ana, CA 92701
Ph: (714) 834-2144
Fax: (714) 834-6650
<http://www.pubdef.ocgov.com/main.htm>

ALTERNATE DEFENDER: Frank Davis
600 W. Santa Ana Blvd., Ste 600
Santa Ana, CA 92701
Ph: (714) 568-4160
Fax: (714) 568-4200

LAW STUDENT PROGRAM

The office hires 1Ls and 2Ls for volunteer summer internships. Certification is not required. Summer hours can be part-time or full-time. Students can apply for summer internships at any time throughout the year. Send cover letter and resume to **Brandi Williams** at Brandi.Williams@pubdef.ocgov.com or fax to (714) 834-6650

They accept 2Ls and 3Ls for academic year externships. Certification is not required. Students can apply for externships at any time throughout the year.

POST GRADUATE LAW CLERKS

Post-bar law clerk positions are available for recent graduates who are awaiting Bar results. These are volunteer positions, apply as a 3L or after the Bar Exam. Send cover letter and resume to **Brandi Williams**.

ATTORNEY POSITIONS

California Bar membership required. The office does hire recent graduates. The Human Resources Department of the Public Defender's Office accepts applications for open positions. Check their office website or the county's Human Resources Department website for openings. Applicants must submit a county application. Contact **Michael Becker, Deputy Public Defender - Training Officer** at (714) 834-2144 or Training@pubdef.ocgov.com. Entry-level salary is \$77,126.

PLACER COUNTY

CHIEF DEFENSE ATTORNEY: Jonathon Richter
Richard A. Ciummo & Associates
11760 Atwood Road, Suite 4
Auburn, CA 95603
Ph: (530) 889-0280
Fax: (530) 889-0276
<http://www.ciummolaw.com/index.html>

This county's services are provided by a private contractor under the supervision of the Superior Court and the Placer County Board of Supervisors. They advertise if they have positions. Call the county's Personnel Office at (916) 889-4060 to get on their mailing list. California Bar membership required. Mr. Richter can be reached by email at jbado@netheat.net

PLUMAS COUNTY

Bill Abramson
PO Box 2342
Quincy, CA 95971
Ph: (530) 283-2410

Doug Prouty
PO Box 476
Quincy, CA 95971
Ph: (530) 283-1179

Robert Zernich
447 Main Street
Quincy, CA 95971
Ph: (530) 283-1010

George Zube
PO Box 1934
Quincy, CA 95971
Ph: (530) 283-4368

www.countyofplumas.com/

This county contracts out its public defender work. Interested students and graduates should contact the above attorneys to inquire about law clerk or attorney positions.

Bill Arbamson: lawyerbill99@sbcglobal.net

Doug Prouty: d.prouty@att.net

Robert Zernich: bozern@yahoo.com

George Zube: gzube@aol.com

RIVERSIDE COUNTY

PUBLIC DEFENDER: Steve Harmon
4200 Orange Street
Riverside, CA 92501
Ph: (951) 955-6015
Fax: (951) 955-6025
<http://publicdef.co.riverside.ca.us/opencms/index.html>

Students interested in law clerk positions should contact the individual offices directly. Check the county's Human Resources website for attorney job postings.

SACRAMENTO COUNTY

PUBLIC DEFENDER: Paulino Duran
700 H Street, Suite 0270
Sacramento, CA 95814
Ph: (916) 874-6411
Fax: (916) 874-8707

<http://www.publicdefender.saccounty.net/>

LAW STUDENT PROGRAM

They hire only 2Ls who have taken Criminal Law, Criminal Procedure and Evidence (though Evidence can be taken concurrently). Full-time and part-time positions are available; however, students must work at least 15 hours per week. Positions are available in the following divisions: Misdemeanor, Juvenile, Felony (General Felony, Drug Court, Domestic Violence, Homicides, and Death Penalty), Conservatorship and Research. Check the Employment Opportunities section of the office website for further details. Cover letters and resumes are accepted on a continuous basis. Submit materials to the attention of the **LRA Hiring Attorney** at the above address.

POST GRADUATE LAW CLERKS

Full-time and part-time positions are available. Positions are available in the following divisions: Misdemeanor, Juvenile, Felony (General Felony, Drug Court, Domestic Violence, Homicides, and Death Penalty), Conservatorship and, Research. Check the Employment Opportunities section of the office website for further details. Cover letters and resumes are accepted on a continuous basis. Submit materials to the attention of the **LRA Hiring Attorney** at the above address.

Law students or graduates who want a clinical or post-bar position should contact the Intern Supervisor at the Public Defender's Office at 916/874-6417.

ATTORNEY POSITIONS

Employment opportunities are listed on the county's Personnel Department website at <http://hra.co.sacramento.ca.us>. County application and civil service exam required. Once you go through the application process, you will be ranked. You must place in one of the first three ranks to be eligible for a position. When there is an opening, the Public Defender's Office will contact Personnel and request the hiring list. California Bar membership required. Entry-level salary is currently \$25.81 per hour.

SAN BENITO COUNTY

Gregory LaForge

Law Office of Gregory LaForge
339 Seventh Street, Suite G
Hollister, CA 95023
Ph: (831) 636-9199
Fax: (831) 636-9499
lawforge@pacbell.net
www.san-benito.ca.us/

This county contracts out its public defender work. Interested students and graduates should contact **Gregory LaForge** to inquire about law clerk or attorney positions, at lawforge@pacbell.net

SAN BERNADINO COUNTY

PUBLIC DEFENDER: Phyllis Morris
364 North Mountain View Avenue
San Bernardino, CA 92415
Ph: (760) 243-8919
Fax: (760) 243-8766
<http://www.sbcounty.gov/publicdefender/employment.asp>

LAW STUDENT AND POST-BAR PROGRAM

San Bernardino County Public Defender offers Summer and Post Bar Clerkships.

Under attorney supervision, and after a training program designed for the position, a Summer or a Post-Bar Law Clerk performs legal research and assists our attorneys. Duties may include, but are not limited to, the following:

- Researching, writing and filing appeals, petitions and motions
- Preparing pleadings, memoranda and other legal documents
- Maintaining and organizing case and legal reference files
- Litigating motions in the San Bernardino County Superior Court

Law Clerk Recruitment:

To qualify to be a Summer Clerk, or “Law Clerk I,” a student must have completed his or her first year of study at an ABA or State Bar of California accredited school.

To qualify to be Post-Bar Clerk, or “Law Clerk II,” a student must have graduated from an ABA or State Bar of California accredited law school and meet the requirements of a Certified Law Student as defined by the State Bar of California.

The San Bernardino County Public Defender recruits Summer and Post-Bar Law Clerks each year

between August and May. Offers are made to Law Clerks on a rolling basis. Our Summer Clerkships begin in late May and conclude in late August, and our Post-Bar Clerkships begin in late August and conclude in early December.

If you wish to apply for a clerkship, please submit, electronically or in hardcopy, a resume, writing sample, list of references. Applicants may include a transcript if desired.

ATTORNEY POSITIONS

The San Bernardino County Public Defender offers excellent opportunities for dedicated criminal defense litigators wishing to handle exciting cases. Our attorneys enjoy a supportive environment with creative, dedicated colleagues.

An accredited Continuing Legal Education (CLE) provider, our Training Department designs programs that offer ongoing specialized legal instruction and trial advocacy. The Training Department brings together in-house and community legal experts and professionals to train our lawyers. In fiscal year 2006-2007 the Training Department programs resulted in more than 2,752 hours of Certified Mandatory Continuing Legal Education for our attorneys. In addition, we provide financial assistance for legal training from outside providers.

Our department has formal mentoring programs. The Training Department assigns a mentor to assist with training and transition for new Law Clerks, Deputy Public Defenders, and for Deputies beginning a new practice area within the department. In addition, our friendly atmosphere promotes informal interaction among attorneys and staff at all levels facilitating open discussion on all aspects of work.

While caseloads are high at all public service agencies, our supervisory staff monitors their staff members' workloads to ensure fairness, reasonableness and to facilitate training. After an initial probationary period, formal work performance evaluations are given once a year, and attorneys have the opportunity to discuss their assessments with their supervisors.

The department provides all staff with state of the art resources and equipment. Each Deputy receives up to date code, jury instruction, and trial preparation books, access to extensive web based legal research and cutting edge trial preparation graphics and software applications.

Generations of San Bernardino County Public Defenders have provided passionate advocacy and skilled legal counsel and distinctive leadership to our profession and to the communities we serve.

SAN DIEGO COUNTY

PUBLIC DEFENDER: Henry C. Coker

400 B Street, Suite 1100

San Diego, CA 92101-4009

Ph: (619) 338-4799

Fax: (619) 338-4643

http://www.sdcounty.ca.gov/public_defender/Volunteers.html

LAW STUDENT PROGRAM

Interns are accepted for fall, winter, spring, and summer. It is recommended but not required that all summer interns be certified by the State Bar. Each intern is given a felony attorney mentor and immediate courtroom experience in the form of assisting at arraignments, bail reviews and probation violation hearings. Interns also research and write motions. Although interns do not receive monetary compensation, they may receive clinical education credits. Full-time and part-time positions are available for interns. Fall, spring and summer interns are expected to work at least three days per week and winter interns one day per week.

The Employment Section of the office website has additional information on the winter, spring, and summer programs.

For Spring 2014, apply by October 11, 2013. For Summer 2014, apply by March 7, 2014. To apply, submit the San Diego County Department of the Public Defender Internship/Post Bar Clerkship Application cover sheet, resume, cover letter, transcript (unofficial), and a reference list of 3-5 people to Michael Owens, Assistant Recruitment Coordinator, at Michael.owens@sdcounty.ca.gov or by mail to the above address.

POST GRADUATE LAW CLERKS

The office hires post-bar volunteer positions. There are both winter and summer post-bar positions. All volunteers must be certified by the State Bar and give a commitment of 40 hours per week. The Employment Section of the office website has additional information on the Post-Bar Program. If you wish further information you can also contact Josephina Rodriguez at Josephina.Rodriguez@sdcounty.ca.gov

ATTORNEY POSITIONS

California Bar membership required. New attorneys attend a week-long orientation focusing on substantive law and courtroom procedure. They are immediately assigned to a team and given a misdemeanor caseload. An experienced team leader supervises and provides support and direction. Education is ongoing in the form of short training seminars focusing on evidence and the various phases of trial practice. Attorneys who have demonstrated trial proficiency and good legal skills are promoted to a felony team. The Employment Section of the office website has additional information. Employment opportunities are listed on the county's Human Resources website. County application and civil service exam required. Entry-level salary is currently \$56,576 - \$65,499.

Application procedure: Hires 10-12 people per year, full-time hires in November/ December and contract attorneys throughout the year. Full-time hiring is done through the County HR department; for contract positions, former interns are typically selected.

SAN FRANCISCO COUNTY

PUBLIC DEFENDER: Jeff Adachi
555 7th Street
San Francisco, CA 94103

Ph: (415) 553-9520

Fax: (415) 553-9810

<http://sfpublicdefender.org/>

NO. OF ATTORNEYS: 90

LAW STUDENT PROGRAM

The San Francisco Public Defender's Volunteer Internship Program (VIP) provides internship opportunities for law students, post-bar students, paralegal students, college students and volunteers who are interested in receiving hands-on experience meeting with clients, writing motions and assisting attorneys in trial. The VIP provides over 80 attorneys with law student interns. The program seeks to provide an intern for each attorney who requests one. Students from schools all over the United States and several from overseas participated in their summer program.

Law student interns are assigned to individual trial or support attorneys. Interns have the opportunity to become involved in all aspects of criminal litigation: from the client interview, some field investigation, motion work, and of course, courtroom preparation. If there is any one word that describes the experience, it is "action."

They hire 80 1L and 2L students for full-time summer internships, with priority given to 2Ls. They hire 30 2L and 3L students for fall and spring externships. Most 1L students are assigned to assist a misdemeanor trial or support an attorney. Second and third year students are usually assigned to a felony trial attorney. Training is provided by the individual supervising attorney and in group intern seminars. Interns are also welcome to attend office-wide attorney training seminars.

Second and third year students who have completed Evidence and Criminal Procedure may be certified and represent a client at the preliminary hearing or argue motions under the direct supervision of their assigned attorney. Certification is optional for internship and externship positions.

Summer internships are volunteer. The office has no funding available to pay law students, however, some students receive work-study grants. Some law schools have arranged to pay their portion of the work-study grant. Many students receive academic credit.

Applications are accepted until all positions are filled. Second year students should apply in the fall for summer internships. First year students should apply over the Winter Break for summer internships. Second and third year students can apply anytime for academic year externships. All volunteers must submit to a background check for jail clearance. Please submit a cover letter, resume, writing sample, and references to **Kathy Asada, Director of Recruitment of Intern Program**, at the address above. Her contact information is (415) 553-9630 or Kathy.asada@sfgov.org.

POST GRADUATE LAW CLERKS

When funding is available, there are post-bar fellowship positions available. Post-bar fellows are part of the Research Unit and are assigned memos, motions, writs and appeals. Apply as a 3L. Submit cover letter, resume, writing sample, transcripts and references to **Kathy Asada, Director of Recruitment of Intern Program**, at the address above. Her contact information is (415) 553-9630 or Kathy.asada@sfgov.org. Salary is \$26 per hour.

ATTORNEY POSITIONS

California Bar membership required. Submit cover letter, resume, writing sample, and references to **Teresa Caffese, Chief Attorney**, to the address above. Her contact information is (415) 553-9315 or teresa.caffese@sfgov.org. Entry-level salary is currently \$90,818.

SAN JOAQUIN COUNTY

Peter Fox
102 South San Joaquin Street, Suite 1
Stockton, CA 95202
Ph: (209) 468-2730
Fax: (209) 468-2267
<http://www.sjgov.org/pubdefender/>

LAW STUDENT PROGRAM

The office hires volunteers during the summer, who will gain exposure to all elements of criminal defense practice and also interview out of custody clients. First year students are eligible to apply. Interested students should send a resume, cover letter, and writing sample to **Peter Fox, Public Defender** at the above address or by fax. The office often participates in the Northern California Public Interest/Public Sector Legal Careers Day in February. Mr. Fox can also accept materials via email at pfox@sigov.org

POST GRADUATE LAW CLERKS

The office will hire recent graduates before they pass the Bar as temporary senior law clerks. Third year students are eligible to apply. They will only hire clerks if they know they will be able to hire them permanently after they pass the California Bar. Clerks start working in the law library, even if they have significant experience. Clerks are paid an hourly rate. The office often participates in the Northern California Public Interest/Public Sector Legal Careers Day in February.

ATTORNEY POSITIONS

This is a civil service office. Employment opportunities for Deputy Public Defenders are listed on the county's Human Resources website. They hire one or two entry-level Deputy Public Defenders a year. California Bar membership required.

SAN LUIS OBISPO COUNTY

James B. Maguire and Patricia Ashbaugh
Maguire & Ashbaugh
991 Osos Street, Suite A
San Luis Obispo, CA 93401
Ph: (805) 541-5715
Fax: (805) 541-3064

slodefend@advocate.net

There are three contract firms that serve as public defenders in this county. The Maguire & Ashbaugh firm is the largest, and has 18 subcontractors. This office does not have summer or academic year programs for law students. Attorney openings are rare, but interested graduates can submit resumes which they keep on file. When an attorney position is open they will advertise at law schools and various online resources.

SAN MATEO COUNTY

CHIEF DEFENDER: John DiGiacinto

333 Bradford Street, Second Floor

Redwood City, CA 94063

Ph: (650) 298-4000

http://www.smcba.org/index.php?option=com_content&task=view&id=25&Itemid=82

This county contracts out its public defender work. Interested students and graduates should contact **John DiGiacinto, Chief Defender** to inquire about law clerk or attorney positions, at johnd@smcba.org

SANTA BARBARA COUNTY

PUBLIC DEFENDER: Rai Montes de Oca

1100 Anacapa Street

County Courthouse, Third Floor

Santa Barbara, CA 93101

Ph: (805) 568-3494

www.publicdefendersb.org/

Rmontes@co.santa-barbara.ca.us

LAW STUDENT PROGRAM

The office has summer internships for first and second year law students. Students work closely with attorneys in researching, drafting motions, preparing and helping to present cases. If the student is certified by the State Bar of California may appear in court at hearings under the supervision of an attorney. The office hires 2-4 volunteer students to work in their Santa Barbara and Santa Maria offices. Applications are accepted through January and selections are made in March. To apply, submit a resume, cover letter, reference list, writing sample and transcripts to **Ms. Montes de Oca**.

ATTORNEY POSITIONS

New Attorneys generally are assigned to the misdemeanor department. California Bar membership required. Attorney applicants must submit an application through the county's Human Resources Department (their website is assessable through the FAQs section of the Public Defender website). Starting salary ranges from \$60,000-\$70,000. Interested attorneys are also encouraged to arrange an informational interview by contacting the office.

SANTA CLARA COUNTY

PUBLIC DEFENDER: Molly O'Neal

Public Defender Main Office

120 West Mission Street

San Jose, CA 95110

Ph: (408) 299-7702

<http://www.sccgov.org/sites/pdo/jobs/Pages/opportunities.aspx>

LAW STUDENT PROGRAM

The Office has a variety of internships available for law students and undergraduate students assisting lawyers, investigators or paralegals as a volunteer or for school credit. Each provides valuable experience for individuals interested in pursuing employment in the criminal justice system. Inquiries should be directed to Personnel Secretary at the main office.

ATTORNEY POSITIONS

Check the county's Human Resources website for attorney job postings.

SANTA CRUZ COUNTY

PUBLIC DEFENDER: Lawrence Biggam

2103 North Pacific Avenue

Santa Cruz, CA 95060

Ph: (831) 429-1311

Fax: (831) 429-5664

www.co.santa-cruz.ca.us/

LAW STUDENT PROGRAM

The office hires 2-4 work-study students each summer. They will accept both 1Ls and 2Ls. Interested students should send a cover letter, resume and writing sample to **Lawrence Biggam, Public Defender**, at the_law@got.net

ATTORNEY POSITIONS

Interested graduates should contact **Lawrence Biggam, Public Defender** to inquire about attorney positions.

SHASTA COUNTY

PUBLIC DEFENDER: Jeffrey E. Gorder
1815 Yuba Street
Redding, CA 96001
Ph: (530) 245-7598
Fax: (30) 245-7560
www.co.shasta.ca.us/

This county does not have a formal intern program. However, occasionally the office will hire volunteer interns. Interested students should contact the office directly, at igorder@co.shasta.ca.us. The office posts attorney positions on the county website.

SIERRA COUNTY

J. Lon Cooper
Law Office of J. Lon Cooper
P.O. Box 682
Nevada City, CA 95959
Ph: (530) 265-4565
<http://www.sierracounty.ws>

This county contracts out its public defender work. Interested students and graduates should contact **J. Lon Cooper** to inquire about law clerk or attorney positions. Mr. Cooper can be reached via email at, jho@nccn.net

SISKIYOU COUNTY

PUBLIC DEFENDER: Lael Kayfetz
402 Fourth Street
Yreka, CA 96097
Ph: (530) 842-8105
<http://www.co.siskiyou.ca.us/PubDef/defender.aspx>
NO. OF ATTORNEYS: 4

LAW STUDENT PROGRAM

There is no formal summer program. Interested students may call the office to inquire whether there is space to accommodate volunteers, or email Mr. Kayfetz at lkayfetz@co.siskiyou.ca.us

ATTORNEY POSITIONS

California Bar membership required. Openings are posted on the county's Personnel Department website.

SOLANO COUNTY

PUBLIC DEFENDER: Lesli M. Caldwell

675 Texas St. 33600

FAIRFIELD, CA 94533-6710

Ph: (707) 784-6700

Fax: (707) 784-6747

<http://www.co.solano.ca.us/depts/pubdefender/internship/default.asp>

LAW STUDENT INTERNSHIP

They hire law students at all levels as volunteers (prefer students who can be certified by the State Bar). Interested students should contact **Public Defender Lesli Caldwell** at (707) 784-6700 prior to applying. Send a cover letter, resume and writing sample.

SONOMA COUNTY (*)

PUBLIC DEFENDER: Kathleen Pozzi

600 Administration Drive, Suite 111-J

Santa Rosa, CA 95403

Ph: (707) 565-2791

Fax: (707) 526-7667

www.sonoma-county.org/pubdef/index.htm

LAW STUDENT PROGRAM

The office hires 1L and 2L volunteers over the summer. However, you must make a one-year commitment to them, which means that you must continue to work as an extern during the following school year. As a result, they normally work only with students from local law schools.

ATTORNEY POSITIONS

California Bar membership required. This is a civil service office. Check the county's Human Resources Department website or call their job line at (707) 565-2803 for attorney openings.

STANISLAUS COUNTY

PUBLIC DEFENDER: Tim Bazar
1021 I Street, Suite 201
Modesto, CA 95353-3428
Ph: (209) 525-4200
Fax: (209) 525-4244
<http://www.stancounty.com/publicdefender>
NO. OF ATTORNEYS: 32

ATTORNEY POSITIONS

Students interested in law clerk positions should contact the individual offices directly. Check the county's Human Resources website for attorney job postings.

SUTTER COUNTY

PUBLIC DEFENDER: Mark Van den Heuvel
604 B Street, Suite 1
Yuba City, CA 95991
Ph: (530) 822-7355
Fax: (530) 673-7967
www.co.sutter.ca.us/doc/government/depts/pd/pd_home
NO. OF ATTORNEYS: 8

LAW STUDENT PROGRAM

There is no formal summer program. However, interested students should submit a cover letter and resume to **Mark Van den Heuvel, Public Defender**, at mvandenheuvel@co.sutter.ca.us. He is willing to arrange for county funding for summer law clerks. First year students are eligible, second year students are preferred.

ATTORNEY POSITIONS

Interested applicants should send a cover letter and resume to **Mark Van den Heuvel, Public Defender**. Applicants will be contacted when an opening becomes available.

TEHAMA COUNTY

Laura Woods
756 Rio Street
Red Bluff, CA 96080
Ph: (530) 529-1623
graemma@att.net

756 Rio Street
Red Bluff, CA 96080
Ph: (530) 529-1623

Kathryn Thompson

Kenneth Miller
857 Jefferson Street
Red Bluff, CA 96080

Ph: (530) 529-1794
doglawyer2000@yahoo.com

Diane Martin
1248 Washington
Red Bluff, CA 96080
Ph: (530) 529-4266
dlogan@snowcrest.net

Ronald McIver
PO Box 8578
Red Bluff, CA 96080
Ph: (530) 527-5113

<http://www.co.tehama.ca.us/>

This county contracts out its public defender work to the attorneys above. Interested students and graduates should contact them directly to inquire about law clerk or attorney positions.

TRINITY COUNTY

Derrick Riske
575 B Main Street
Weaverville, CA 96093
Ph: (530) 623-2781
Fax: (530) 623-2720
www.trinitycounty.org/

This county contracts out its public defender work. Interested students and graduates should contact **Derrick Riske** to inquire about law clerk or attorney positions, at driske@dcacable.net

TULARE COUNTY

PUBLIC DEFENDER: Ben Smukler
County Civic Center
Courthouse Room G-35
221 South Mooney Blvd
Visalia, CA 93291
Ph: (559) 636-4500
<http://www.co.tulare.ca.us/government/public/default.asp>

ATTORNEY POSITIONS

The county's Human Resources Department posts job openings. This is a civil service office. Resumes along with application forms are sent directly to the Human Resources Department and filtered to the Public Defender Office. In the past the number of applicants for a position have ranged from 80-300 individuals.

TUOLUMNE COUNTY

PUBLIC DEFENDER: Robert J. Price

99 North Washington Street

Sonora, CA 95370

Ph: (209) 533-6370

Fax: (209) 532-1185

http://portal.co.tuolumne.ca.us/psp/ps/TUP_PUB_DEFENDER/ENTP/h/?tab=DEFAULT

This is a very small office. They have no summer program due to limited space. They advertise attorney openings in legal publications such as the Daily Journal, and all other inquiries can be emailed to Mr. Price at rprice@co.tuolumne.ca.us

VENTURA COUNTY

PUBLIC DEFENDER: Stephen P. Lipson

800 South Victoria Avenue

Hall of Justice Suite 207

Ventura, CA 93009

Ph: (805) 654-2206

Fax: (805) 477-1587

<http://www.pubdef.countyofventura.org/>

LAW STUDENT PROGRAM

Interested 1L and 2L students should contact **Stephen Lipson, Public Defender** regarding volunteer internships, at steve.lipson@ventura.org

ATTORNEY POSITIONS

Positions are advertised on the county's Personnel website (www.ventura.org/hr/) and advertised in the Daily Journal. The Office encourages those interested to send cover letters and resumes at any time. The office keeps them on file and will contact candidates about openings.

YOLO COUNTY

PUBLIC DEFENDER: Tracie Olson

814 North Street

Woodland, CA 95695

Ph: (530) 666-8165

Fax: (530) 666-8405

<http://www.yolocounty.org/org/publicdefender/index.htm>

LAW STUDENT PROGRAM

The office hires 1Ls and 2Ls for summer volunteer positions. Certified students may participate in trials.

ATTORNEY POSITIONS

This is a civil service office. Openings are posted on the county's Personnel Department website which is accessible from the Public Defender website. Applications are only accepted for current opportunities. Entry-level salary is \$41,820-\$50,832.

YUBA COUNTY

PUBLIC DEFENDER: Brain J. Davis

303 Sixth Street

Marysville, CA 95901

Ph: (530) 741-2331

Fax: (530) 741-2254

www.co.yuba.ca.us

LAW STUDENT PROGRAM

There is no formal summer program, but the office hires summer volunteers. Contact the office for more information. They also accept externs during the school year. Applications should include a resume and cover letter. Electronic applications are accepted. Phone interviews are not offered.

ATTORNEY POSITIONS

California Bar membership required. Recent graduates are encouraged to apply for attorney positions, when licensed. All positions are posted on the county's Personnel website. Interested candidates can contact the office for more information.

FEDERAL DEFENDERS OF SAN DIEGO, INC.

Reuben Camper Cahn, Executive Director

225 Broadway, Suite 900

San Diego, CA 92101

Ph: (619) 234-8467

Fax: (619) 687-2666

www.fdsdi.com

El Centro Office

1222 State Street, Suite E

El Centro, CA 92243

Ph: (760) 335-3510

Fax: (760) 335-3610

Federal Defenders of San Diego is a private, non-profit organization based in San Diego with a branch office in El Centro, California, representing indigent persons accused of federal criminal offenses.

We are located in the Southern District of California. Our close proximity to the U.S.-Mexican border has a strong influence on our caseload. The majority of our clients are charged with drug and immigration related offenses. Our attorneys also have the opportunity to represent clients facing a wide variety of federal charges, including bank robbery, fraud, counterfeiting, pornography, assault and firearms offenses.

Our staff currently consists of over forty attorneys and fifty support personnel, many of whom are bilingual and bicultural. We have an aggressive and distinguished appellate department. Our attorneys are assisted by highly trained and dedicated investigators and have the benefit of in-house interpreter and bond departments.

Members of the Federal Defenders team share a commitment to excellence and a passion for justice in representing indigent people accused of myriad federal criminal offenses. We combine hard work, constant training and intense dedication in the defense of each of our clients.

LAW STUDENT PROGRAM

Federal Defenders seeks to recruit law students who wish to work in an office dedicated to the zealous defense of the indigent accused. During the school year, Federal Defenders welcomes law students from the three local law schools. These interns generally earn school credit for their internship experiences. While summer internships are also open to local students, they are extremely competitive because Federal Defenders recruits for these positions at national recruitment fairs. We typically hire two to four interns per semester or summer. Applications are considered on a rolling basis starting in August and continuing through February. Summer internships are unpaid and thus students are encouraged to seek alternative sources of funding.

If interested please send a cover letter, resume, transcript and writing sample to internapp@fdsdi.com

POST GRADUATE LAW CLERKS

We hire attorneys directly out of law school (see "Attorney Position"). They are recruited during their 3L year and start with us in early October. Prior to bar passage, they serve as law clerks. However, we do not hire law clerks solely for the pre-bar passage time.

ATTORNEY POSITIONS

If you would like to submit your application to be considered when a vacancy does arise, please email a cover letter, resume, transcript, and writing sample to lawapp@fdsdi.com

If you have a question about an upcoming job fair FDSDI is attending, please contact us at jobfair@fdsdi.com

FEDERAL PUBLIC DEFENDER: CENTRAL DISTRICT OF CALIFORNIA

CHIEF DEFENDER: Sean Kennedy
321 East Second Street
Los Angeles, CA 90012
Ph: (213) 894-2854
Fax: (213) 894-0081

DIRECTING ATTORNEY: Craig Wilke
411 West Fourth Street, Suite 7110
Santa Ana, CA 92701
Ph: (714) 338-4500
Fax: (714) 338-4520

LAW STUDENT PROGRAM

Students interested in working during the summer should submit a cover letter and resume to **Alicia Blanco or Callie Glanton-Steele** during the fall (October-November) prior to the summer of work. Decisions are made by December or January.

ATTORNEY POSITIONS

The office does not hire directly out of law school. When openings become available they are advertised in legal publications.

FEDERAL PUBLIC DEFENDER: NORTHERN DISTRICT OF CALIFORNIA

FEDERAL DEFENDR: Barry Portman
Office of the Federal Public Defender
450 Golden Gate Avenue
Room 19-6884
San Francisco, CA 94102
Ph: (415) 436-7700
www.ndcalfpd.org/

Office of the Federal Public Defender
555 12th Street, Suite 650
Oakland, CA 94607
Ph: (510) 637-3500

Office of the Federal Public Defender
160 W. Santa Clara St., Suite 575
San Jose, CA 95113
Ph: (408) 291-7753

LAW STUDENT PROGRAM

Students have the opportunity to observe all phases of a criminal case. Although the emphasis is on research and writing, students attend court proceedings and client and witness interviews. They are often asked to assist in the investigation of cases and help attorneys prepare for trial. Students also

provide direct assistance to those who have received tickets for alleged federal and state code violations while on federal property.

They hire 2L students. Students are required to have completed or be enrolled in Evidence, Criminal Procedure, Criminal Law, and Constitutional Law. Applications must be received by October 1 for summer positions.

The office accepts school year externs. Applicants for the fall or spring semesters should have completed or currently be enrolled in Evidence, Criminal Procedure, Criminal Law, and Constitutional Law. Second and third year students are eligible. Applications are taken year round.

Interested students should send a cover letter, resume, brief writing sample, transcript, and three references to the **Law Clerk Supervisor** at the above addresses.

ATTORNEY POSITIONS

Positions are advertised in the legal newspapers such as the Daily Journal and the Recorder. California Bar membership required. The office generally does not hire attorneys directly out of law school but do hire attorneys who have just finished a federal judicial clerkship.

FEDERAL PUBLIC DEFENDER: EASTERN DISTRICT OF CALIFORNIA
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FEDERAL DEFENDER: Heather Williams

801 I Street, Third Floor

Sacramento, CA 95814

Ph: (916) 498-5700

Fax: (916) 498-5710

www.cae-fpd.org/

Fresno Office

2300 Tulare Street, Suite 330

Fresno, CA 93721

Ph: 559-487-5561

Fax: 559-487-5950

LAW STUDENT PROGRAM

They have some paid or work-study (depending on funding) full-time summer positions for 2Ls. These normally go to students from Sacramento schools, but you have a chance if you are from that area or intend to settle there. They also take full-time or part-time volunteers, either 1Ls or 2Ls. They have offices in Sacramento and Fresno. The units are Misdemeanor, Felony, and Capital Habeas. See the employment section of the office website for further details. Resumes for legal intern positions should be submitted by the following dates: February 15 for summer positions, June 30 for fall semester positions, and October 30 for spring semester positions.

POST GRADUATE LAW CLERKS

The office has retained graduates after they have taken the Bar as clerks or even paralegals until they pass the Bar. Check employment section of the office website for openings.

ATTORNEY POSITIONS

They will hire entry-level attorneys if they have funding for positions at the start of the fiscal year (October), or if someone transfers or leaves for some other reason. They do sometimes hire right out of law school, and you can apply before you have passed the Bar. They recruit year round even if there are no current openings; submit cover letter, resume, and writing sample to the attention of Personnel. Submit to either the Sacramento or Fresno offices. Open positions will be advertised on their website and in the legal papers. They have a preference for people from the area.

OFFICE OF THE STATE PUBLIC DEFENDER

Oakland Office
1111 Broadway, Tenth Floor
Oakland, CA 94607
Ph: (510) 267-3300
Fax: (510) 452-8712
www.ospd.ca.gov/

Sacramento Branch:
770 L Street, Suite 1000
Sacramento, CA 95814-2518
Ph: (916) 322-2676
Fax: (916) 327-0459

Students interested in law clerk positions should contact the individual offices directly. Check the county's Human Resources website for attorney job postings.

ATTORNEY POSITIONS

Attorneys are hired under state civil service procedures. Legal Counsel positions are the entry-level position for attorneys admitted to the Bar. They have hired attorneys just out of law school. It does help your chances if you clerk there, but is no guarantee of a job. Deputy State Public Defenders are the associate attorney positions for attorneys with some experience in the practice of appellate or criminal law. Check the office website for openings and exam information. A writing sample will be required prior to appointment.